

# Position Description: Finance Business Partner

<b>Position Title:</b>	Finance Business Partner
<b>Reports to:</b>	Chief Financial Officer
<b>Department:</b>	Finance
<b>Classification:</b>	HS7
<b>Employment Conditions:</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Qualifying Period:</b>	6 Months

*Central Highlands Rural Health respectfully acknowledges that our organisation is on Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Country, whose ancestors and their descendants are the traditional owners of this Country.*

*Central Highlands Rural Health, is a rural health organisation that operates five campuses across Hepburn Shire and the Macedon Ranges, and was formed through the voluntary amalgamation of Hepburn Health Service and Kyneton District Health. The new entity was gazetted on the 30<sup>th</sup> November 2019. Each of our campuses retains the name of the township in which they are situated - Clunes Health, Creswick Health, Daylesford Health, Kyneton Health, and Trentham Health. We service Macedon Ranges Shire and Hepburn Shire in the Central Highlands of Victoria in Australia, north and north-west of Melbourne.*

The Central Highlands Rural Health Strategic Purpose is to Provide Best Care for every person, every time. It is the role of all employees to advance the objectives in the Strategic Plan.

CHRH has a strategic quality framework that we call 'Best Care'. Best care is defined as care that is **Personal** (person centred), **Safe** (no harm from service provision) **Connected** (integrated with other services and communicating well) and **Right** (based on the evidence). Provide link to Best Care on website

## Role Statement

The Finance Business Partner (FBP) will work closely with all stakeholders to ensure that all internal and external reporting obligations are met, and that the financial reports are accurate and compliant with relevant accounting standards and reporting deadlines. This position will work interchangeably with the senior finance team and CHRH management to prepare operating and capital budgets, monthly business forecasts, activity reporting and variance analysis, cash flow monitoring and forecasting. The position will also work closely with the finance team and management to co-ordinate internal and external audit and implement audit recommendations.

## Key Responsibilities, Duties and Performance Indicators

### Key Responsibilities

#### Leadership

- Ensure direct reports to the position achieve and maintain agreed standards of work performance through:
- Leading by example through individual performance and behaviour

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- Providing staff with clear guidance and direction
- Providing coaching and supporting development and continuous improvement at a team and individual level
- Undertaking performance reviews in accordance with CHRH policy, ensuring individual performance to the required standard outlined in the job description
- Giving constructive feedback on a regular basis outside the formal performance review process
- Support staff through organisational change
- Resolving issues promptly and effectively, in accordance with CHRH policy
- Ensure adequate staffing to deliver required services at all times
- Undertake recruitment activities to maintain staffing at required levels
- Manage resources within budget and where necessary take corrective action to stay within set budgets
- Communicate CHRH's Strategy, Vision and Values in a manner that ensures all staff know what is expected of them
- Translate CHRH's Strategy, Vision and Values into Departmental goals that are widely communicated and understood by staff, ensuring they are clear in their role.
- Fulfil your duty of care to staff to ensure staff health and wellbeing at all times
- Ensure compliance with all health and safety and training requirements is maintained
- Ensure all staff are fully up to date with mandatory competencies
- Ensure staff are adhering to CHRH policies and procedures
- Acknowledge and nominate staff in accordance with CHRH staff recognition programs
- Reporting
- Prepare the annual financial statements and external financial reports in accordance with applicable accounting standards and external reporting requirements within the mandated timelines as directed.
- Ensure that the annual Report of Operations is completed and prepared in accordance with the relevant guidelines.
- Co-ordinate the annual external audit including preparation and provision of external audit data as required.
- Co-ordinate internal audit function, including reporting to the Audit and Risk Committee.
- Prepare, review and approve financial transactions including bank transactions, debtor write offs, creditor payments and journals per the Delegations of Authority.
- Prepare and/or review balance sheet reconciliations on a monthly basis to ensure that they are fully reconciled in a timely and accurate manner.
- Provide the CFO with financial and non-financial reports that are accurate, timely and informative.
- Provide CFO with comprehensive review and analysis of activity and financial results against budget and forecast on a monthly basis.
- Manage the finance reporting timetable for internal and external reporting to ensure all reporting timelines are met.

## Compliance

- Ensure that CHRH meets all compliance obligations including statutory reporting.
- Ensure compliance with delegations and approval processes.

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- Review internal financial policies to ensure compliance with external reporting requirements, legislative requirements, the Standing Directions of the Minister of Finance and relevant accounting standards.
- Ensure accounting transactions reflect current contractual agreements.
- Plan and coordinate internal and external audit requirements with internal and external stakeholders.

## Financial Strategy and Direction

- Implement improvement actions and recommendations identified by internal and external audit.
- Build the capability and effectiveness of management in their financial management and resource allocation through training, resources and development of templates and guides.

## Planning

- Coordinate and prepare the annual operating and capital budget.
- Prepare the monthly financial business forecasts including the daily and monthly cash flow forecast.
- Develop appropriate financial and non-financial key performance indicators and monitor organisational performance against the indicators.
- Support business development and sustainability by assisting Managers with business planning, development and monitor outcomes.
- Review all capital projects against the project budget and prepare acquittals when due.
- Review business case submissions and grant applications prepared for submission to the Board and external organisations, providing advice and assistance to Executives and Managers as required.

## Organisational

- Work within the “Delegations of Authority” consistent with the role.
- Accept accountability for own actions and seek guidance from an appropriate senior leader when limited by own level of expertise.
- Assume rotation into higher or alternative duties when delegated or required to do so.
- Perform any other reasonable duties as requested by the CFO.
- Function in accordance with CHRH policies and procedures

## Performance Indicators

- Compliance with CHRH policies and procedures.
- Maintain knowledge of current accounting policies as applicable to CHRH
- Ensure financial data and reporting is accurate and completed within required deadlines.
- Review CHRH financial policies and procedures as per internal and external requirements
- Complete staff appraisals on an annual basis.
- Maintain a level of competency required for the position
- Ensure individual and staff mandatory training is completed in accordance with CHRH guidelines
- Maintain effective relationships with internal and external stakeholders.
- Actively participate in staff and external meetings

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- Initiate and implement improvement activities.
- Provide assistance and support to other senior finance team members when required
- Achievement of agreed Finance team KPIs.

## Inherent Requirements

CHRH has a duty of care to all staff. The purpose of this section is to ensure that CHRH staff understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that CHRH staff are not placed in an environment or given tasks that would result in risk to your safety or the safety of others. Should a staff member not be able to undertake any of the listed inherent requirements, they must notify their line manager immediately, and CHRH will assess the situation to ensure the staff member is not at risk of injury.

## Key Selection Criteria

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#### **Essential**

- Tertiary qualifications in Accounting
- Demonstrated experience in preparation of annual financial statements.
- Proven analytical and financial management skills with the ability to collate and critically analyse data, identify issues, assess options, and prepare recommendations.
- Highly developed interpersonal skills including conflict resolution, negotiation, consultation and communication skills.
- Track record in delivering improvements in financial systems and procedures.
- Management skills and practices which engage and motivate staff to achieve quality outcomes, meet targets and deadlines, and improve and optimise performance.
- Strong time management skills, demonstrating the ability to prioritise workload and produce accurate and timely reports within strict and competing deadlines
- Proven ability to stay abreast of changes to accounting standards and external reporting requirements and adapt internal processes to ensure compliance as necessary.
- Highly developed written and verbal communication skills
- Highly developed computer literacy including experience with Financial Management Information Systems and Microsoft Office, including advanced skills in Excel.
- 5+ years of experience within a Health Service
- Current, satisfactory National Police Records Check.

#### **Preferred**

- CPA or CA qualifications
- Experience with Oracle, Powerbudget, Chris21, RosterOn, IPM, Uniti, Aims
- In depth knowledge of Aged Care, Acute and Community Funded programs
- Knowledge of Enterprise Bargaining Agreements applicable to Nursing, Admin, Allied Health and Health Professionals

## Our Purpose

*“To deliver Best Care for every person every time.”*

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## Organisation Environment

Central Highlands Rural Health Service is a values-based organisation. Our workforce is expected to demonstrate these values in interactions with each other, consumers and the community.

Our values are:

- Act with Respect
- Be Responsive, Kind and Caring
- Act with Integrity and be Accountable
- Commit to Learning and Reflection

Expected behaviours that reflect these values are expressed in the Standard of Behaviour Charter.

Our culture reflects the commitment to being a learning-based organisation, underpinned by continuous quality improvement with a focus all aspects of our Best Care goal, for Every Person

Every time:

- Personal
- Safe
- Connected
- Right

Being a person-centred service, we expect our workforce to treat each person as an individual, recognising their unique needs and experiences. A key component of this is involving consumers and their support people in decisions about the service they receive and promoting their participation.

CHRH is a Health Promoting Health Service which focuses on preventative healthcare practices. Promotion of wellbeing is a key objective of every position. Every health care contact is seen as a health improvement opportunity.

## Our 4Ms approach - Matters, Medication, Mobility, and Mind

Central Highlands Rural Health has adopted a comprehensive and thoughtful approach to care for older consumers by implementing the 4Ms model. By focusing on What Matters, Medication, Mobility, and Mind, the service ensures that the holistic needs of each individual are considered in their care planning and delivery.

- What Matters: This emphasizes the importance of understanding the preferences, values, and goals of the consumer, allowing them to have a voice in the care they receive.
- Medication: This focuses on managing medications safely and effectively, ensuring that the consumer's medication regimen supports their overall well-being.
- Mobility: Assessing and supporting mobility needs, which is crucial for maintaining independence and reducing the risk of falls or other complications.
- Mind: Recognizing the importance of mental health and cognitive function, this component helps address concerns related to memory, mental clarity, and overall psychological well-being.

By taking a person-centred approach, the 4Ms model ensures that care is tailored to meet the unique needs and preferences of each consumer, fostering a more engaging and supportive environment.

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This framework supports not only physical health but also mental, emotional, and social well-being, promoting better overall outcomes for older adults.

## Our Diversity Commitment

Central Highlands Rural Health Service recognises, supports and celebrates the diversity of the communities within which we work. Our services are delivered to people of all ages and health status with a focus on care of the aged and disadvantaged. We work with individuals and groups from a wide range of backgrounds, interests and experiences. We acknowledge the first peoples of Australia and their unique role in our history and society. We recognise the important attributes that those who followed from culturally and linguistically diverse backgrounds have brought to our communities. We welcome people of different sexual orientations and gender identities, who are a significant portion of our population and who have helped shape our local culture. We appreciate the challenges experienced through financial disadvantage and endeavour to consider the impact it has upon people, when providing services.

## Key Relationships:

**Internal:** CFO, Leadership Team

**External:** VAGO, DFFH, DHHS, Department of Treasury & Finance

## Individual Best Care / Performance Development Plan

The individual plan will begin after the 1<sup>st</sup> month of the 6-month qualifying / probationary period and then on the 3<sup>rd</sup> and 5<sup>th</sup> month. A review will then be conducted at 12 months and annually thereafter. The position description will be reviewed at the time of the annual appraisal, if the position becomes vacant or when there are any changes to the role.

Central Highlands Rural Health requirements	
<b>Best Care at CHRH – Quality Management Plan</b>	<p>CHRH is committed to providing “Best Care”, which includes care that is:</p> <p><b>Personal:</b> the consumer as a respected partner and treats them with empathy and compassion</p> <p><b>Safe:</b> no physical or psychological harm as a result of service provision</p> <p><b>Connected:</b> makes sure everyone is on the same page about the care, gives consistent messages about what’s going on, ensures people are connected to the services they need (Access fits in this goal.)</p> <p><b>Right:</b> care and services including non-clinical services) are based on the best available evidence and implemented to get the best possible outcome.</p> <p>For Every Person, Every Time</p>
Credentialing	Appointment and ongoing employment are subject to appropriate clinical credentialing
Behaviour	The expectations that CHRH has of its staff are outlined in the CHRH Code of Conduct and Values/Standards of Behaviour Charter statements
Confidentiality	The staff member is to maintain strict confidentiality with reference to all matters relating to the clients/patients/residents/staff of the Health Service. Failure to observe this requirement may be regarded as misconduct

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	warranting termination and incur liability to penalty pursuant to Section 141 of the Health Services Act 1988.
Cessation of Employment	Written notice is required as per the relevant award, and is to be provided to the relevant Executive Director or Director.
Contract of Employment	Your appointment is subject to your acceptance of the terms and conditions as laid out in your Contract of Employment which will apply unless you agree with CHRH in writing to alter or replace them.
Infection Prevention & Control	The staff member is required to adhere to infection prevention & control standards and protocols designed to prevent infection transmission in the workplace and to participate in annual infection control education.
Information Technology Services	The staff member is expected to engage with and use Information Management & Technology Services at a level of competency commensurate with their role.
Key Responsibilities	This Position Description details the key performance outcomes of your role. On occasion CHRH may reasonably direct you to undertake additional tasks.
No Smoking Policy	CHRH is a smoke free environment in all areas. Consumers, staff members and volunteers that smoke are encouraged and supported to quit. It is the responsibility of all CHRH staff members to play an active role in monitoring smoking behaviour on site and encouraging consumers and visitors to cease smoking.
Occupational Health & Safety	The staff member is required to take all reasonable care to ensure personal safety and the safety of others who may be affected by acts or omissions of the staff member in the workplace. (Occupational Health and Safety Act 2004, section 25). The staff member is also required to undertake annual OH&S related training as per policy 16.03.36 Minimum Annual Education Requirements.
Performance Development Plans	Performance Development Plans will be conducted in accordance with the CHRH Performance Development & Review Policy
Employee Checks	Appointment and ongoing employment is subject to a satisfactory police records check for all positions and in addition NDIS & Working with Children's Checks for applicable roles as directed.
Policies & Procedures	The staff member is to be familiar with and abide by the CHRH Policies and Procedures as located on the CHRH Intranet.
Qualifying Period	The qualifying period of six months as per the Fair Work Act applies.
Quality Improvement & Risk Management	The staff member is required to participate in the CHRH Quality Improvement and Risk Management Programs to encourage excellence of care and cost containment.
Staff Development	The staff member is required to attend an Induction Day as close to their employment commencement as possible, participate in the CHRH Professional Development Program and to undertake annual education as outlined in Mandatory Annual Education Requirements.
Immunisations	Excerpt taken from Health Victoria vol 12 – no 2 – March 2020  New laws will mean healthcare workers must be fully-immunised to protect themselves and patients against the Influenza each year, as well as strong recommendations for whooping cough, measles, chicken pox, hepatitis B and COVID19.

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	<p>All healthcare workers in public and private hospitals and ambulance services with direct patient contact will be required to be vaccinated, including doctors, nurses, paramedics, dentists, orderlies, cleaners and staff working in public sector residential aged care services.</p> <p>Workers who refuse to be vaccinated may face work restrictions or be redeployed to other parts of the health service.</p> <p>These laws will protect healthcare workers from preventable diseases, while reducing the risk of transmission to the most vulnerable such as children, the elderly, pregnant women and people with chronic diseases.</p> <p>On 4 October 2024, Secretary Directions mandating COVID-19 vaccination for healthcare workers were revoked. Victorian healthcare workers are now strongly recommended to remain up to date with their COVID-19 vaccinations as per Australian Technical Advisory Group on Immunisation (ATAGI) advice and the Australian Immunisation Handbook.</p>
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## Executive Approval

Name: Brenda Rooney

Title: Chief Financial Officer

Date: 8/04/2024

## Employee Acknowledgement

I acknowledge:

- That I have read and fully understand the Position Description and Requirements of the position.
- I agree that I have the physical ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities and duties.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- That CHRH may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff.
- I understand that this is separate to the employment agreement that I will sign, outlining the terms and conditions of my employment.

Employee: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
(Print Name)

Manager: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
(Print Name)

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<b>Document Control</b>	
<b>Executive sponsor:</b> Chief Financial Officer	
<b>Manager responsible:</b> Chief Financial Officer	
<b>Author(s):</b> Brenda Rooney	
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